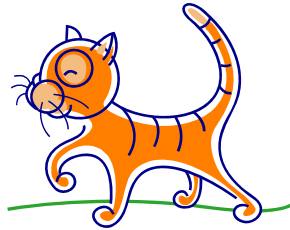# The CATS Meow
April 24, 2006

Greetings
It's all about reports.

Quick Tips… for using Excel to print reports from CATS

1) <u>In Excel</u>, click on File, and then click on Page Setup…
2) The Page Setup dialog box appears
3) Make these changes
   a) in the Section 'Scaling,' click the button to change to Fit to: 1 page(s) wide by 10 tall
   b) in the list box Paper size, click the down arrow ▾ and choose 'Letter'

Click <Print>

CCR Aggregate Report
This is a very useful report. We urge you to consider making this report a routine part of your feedback to volunteers about their performance. Let them know how many clients they served; how much time they spent counseling clients; the balance of work among types of contacts; and what people reported about how they heard about the SHIBA HelpLine, for example.

Time Sheets
April 30th is the last date to enter timesheet records for the first quarter of 2006. All timesheet records currently in CATS have a status of Open. They will all have a status of Closed next week. No further edits to these records will be possible after April 30th and no new timesheets can be applied to the 2006 first quarter.

Status report
The number of CCR records with April dates of service is already more than 1,160!

Web site
Go to www.insurance.gov
Click on SHIBA HelpLine, click on Volunteer/Sponsor resources, the login password is "document."

Current and recent issues of the *CATS Meow* are also posted on the Web site. This is an ideal way for volunteers who are new users to get started.

Need help?

E-Mail: eSHIBAHelpDesk@oic.wa.gov
Phone: 360-725-7108